

2002-2003 Program Guide

K-3 Class Size Reduction Program

**Assistance for school districts in reducing class size
in kindergarten and grades 1-3**



California Department of Education
September 2002

K-3 Class Size Reduction Program Guide

Contents

Preface.....	i
Introduction and Description of the K-3 Class Size Reduction (CSR) Program.....	ii
I. 2002-03 Class Size Reduction Program Overview and Timelines - Operations	1
II. Key Elements of the Class Size Reduction Program - Operations.....	2
III. Steps for School Districts and Charter Schools to Participate - Operations	6
IV. Glossary	7

2002-03 K-3 Class Size Reduction Program Guide

Preface

This document contains information about the 2002-03 Class Size Reduction (CSR) program (Chapter 6.10 commencing with *Education Code* Section 52120) for Operations. The Class Size Reduction program provides incentive money to school districts and charter schools to operate specified reduced-size classes in grades K-3.

With the exception of the funding rates, there are no changes in the K-3 CSR Program for the 2002-2003 school year. The funding rates are \$906 per pupil for Option One and \$453 per pupil for Option Two.

The CDE will also keep you informed through its Internet web site at:
www.cde.ca.gov/classsize/

The Class Size Reduction Program (*Education Code* sections 52120-52128.5)

A. Introduction

The Class Size Reduction program was established in 1996-97 to improve the educational program, especially in reading and mathematics, for children in grades K-3. Now in its seventh year of implementation, \$1.6 billion is appropriated to the Superintendent of Public Instruction for allocation to school districts as incentive money to implement a pupil-teacher ratio of twenty to one in up to four grade levels (K-3). The California Department of Education (CDE) administers the program. Applications for 2002-03 must be postmarked to the CDE by December 5, 2002. Applications must be certified through a school district's local governing board. Faxes cannot be accepted.

B. Description of Operations

In school year 2002-03, funding for Option One classes is \$906 per pupil. Funding for Option Two classes is \$453 per pupil. All CSR classes are to begin at the start of the school year or the start of a new track for multitrack year-round education (MTYRE) schools. A new CSR class may be started at any time in the school year if the new class is required because of enrollment growth.

Grade level priorities for implementation remain the same, with reducing first grade classes as the top priority. Second grade classes are the second priority. Kindergarten and/or grade three classes may then be reduced. There is no maintenance of effort requirement. This allows districts and schools the flexibility, within the given priorities, to implement CSR at the appropriate grade levels in 2002-03 without regard to the grade levels implemented in prior years.

CDE will continue to use the J-7CSR process to determine participation and calculate apportionment payments. Pursuant to *Education Code* Section 52124.5, auditors must examine daily enrollment averages to ensure that each class does not exceed a 20.44 average. Very small school districts (or charter schools applying independent of their sponsoring district) that meet the requirements of *Education Code* Section 52122(h) may have a few classes of 21.4 or 22.4, provided the average for all CSR classes in the district doesn't exceed 20.4.

During an audit, the enrollment (*not* attendance) of each selected class must average no more than 20.44 pupils based on a sample of 15 days from the first day of instruction through April 15. If the sample results in an average of more than 20.44, the auditor must conduct a more in-depth review using one of two methods outlined in *Education Code* Section 52124.5(a)(2). However the school district, not the auditor, selects which of the in-depth methods will be used.

Districts with computer-based attendance accounting/pupil information systems that are capable of generating reports may provide the report to the auditor in lieu of teacher class registers or other site-based documentation. This would eliminate the need for the fifteen day sampling.

Each Option One class participating in CSR must be in a separate, self-contained classroom or provide the equivalent square footage per pupil in those grade levels at that schoolsite provided in the 1995-96 school year.

C. Facilities

The legislature did not appropriate funds for K-3 CSR facilities in 2002-03.

I. Class Size Reduction Program Overview and Timelines - Operations

Documents to be submitted

To receive operations funding under the 2002-03 K-3 Class Size Reduction program, a school district must submit **two documents to the School Fiscal Services Division (SFSD)** of CDE. Those documents are as follows:

Document	Due Date
1) Application Intent to Participate in the 2002-03 K-3 Class Size Reduction program, and estimated number of participating classes and pupils by grade level and option	December 5, 2002 (postmarked)
2) Report of Enrollment (J-7CSR) Actual daily enrollment in the 2002-03 Class Size Reduction program through April 15, 2003	May 2, 2003 (Received in SFSD)

Mail to: Julie Woonacott
School Fiscal Services Division
California Department of Education
1430 N Street, Suite 3800
Sacramento, CA 95814
Phone: (916) 323-1314

The application can be accessed on the CDE web site at <http://www.cde.ca.gov/classsize/opprog.htm>. The J-7CSR will be posted at <http://www.cde.ca.gov/classsize/j7csr.htm> later in the school year.

II. Key Elements of the Class Size Reduction Program - Operations

Key Elements of <i>Education Code</i> sections 52120 - 52128.5 and Regulations: California Code of Regulations, Title 5	<i>Education Code</i> (E.C.) § 52120-52128.5 CCR Title 5 §15130-15133
<p>1. Eligible grade levels are kindergarten through third grade only. Each school site may implement the program in one or more of those grade levels, according to the priorities of <i>Education Code</i> Section 52124 (b).</p>	<p>E.C. § 52122(a) 52124(b)</p>
<p>2. The school district must prioritize implementation of the Class Size Reduction program at each school site:</p> <ul style="list-style-type: none"> • If only one grade level is implemented, the grade level shall be grade 1; • If only two grade levels are implemented, the grade levels shall be grades 1 and 2; • If three grade levels are implemented, the grade levels shall be grades 1 and 2 and either kindergarten or grade 3; or • If four grade levels are implemented, the grade levels shall be K-3 inclusive. • A district will not be disqualified for funding at lower priority grade levels if the district unintentionally fails to meet the Class Size Reduction program requirement for all of its classes at a higher priority grade level. • When a school site does not serve all K-3, but does serve one or more of grades K-3, it is considered for E.C. 52124 (b), a single school site with all other school sites to/from which it sends or receives pupils. 	<p>E.C. § 52124(b)</p> <p>CCR Title 5 § 15131(a)</p> <p>CCR Title 5 § 15131(b)</p>
<p>3. Each class must have an average of no more than 20 pupils per one certificated teacher.</p> <ul style="list-style-type: none"> • In Option One only, each class is either housed in a separate, self-contained classroom OR the space for each Class Size Reduction program class provides a square footage per pupil in the class not less than the average square footage per pupil in those grade levels at that school site for 1995-96. • School districts that maintain only one school that serves kindergarten and grades one through three may have a limited number of classes that average up to 22 pupils provided that there are no more than 2 classes per participating grade level, that the average for all CSR classes combined doesn't exceed 20, and that the governing board makes a public declaration that it has exhausted all possible alternatives and is unable to achieve the 20 to 1 pupil teacher ratio in a way that is educationally acceptable. 	<p>E.C. § 52123(c) 52124(c) 52126(a)(b)</p> <p>E.C. § 52123(f)</p> <p>E.C. § 52122(h)</p>

<p>Key Elements of <i>Education Code</i> sections 52120 - 52128.5 and Regulations: California Code of Regulations, Title 5</p>	<p><i>Education Code</i> (E.C.) § 52120-52128.5 CCR Title 5 § 15130-15133</p>
<p>4. Each class that will participate in the program is eligible to participate under either Option One or Option Two:</p> <ul style="list-style-type: none"> • Option One. A school district shall provide a reduced class size for all pupils in each classroom for the full regular school day in each grade level for which funding is claimed. The Superintendent of Public Instruction shall apportion \$906 for each pupil actually enrolled in an Option One class. • Option Two. A school district shall provide a reduced class size for all pupils in each classroom for at least one-half of the instructional minutes offered per day in each grade level for which funding is claimed. School districts selecting this option shall primarily devote those instructional minutes to the subject areas of reading and mathematics. The Superintendent of Public Instruction shall apportion \$453 for each pupil actually enrolled in an Option Two class. • Option One shall be for the full regular school day, which means a substantial majority of the instructional minutes per day, but shall permit limited periods of time of a pupil/teacher ratio greater than 20-to-1; the limited periods of time shall be kept to a minimum, and instruction in reading and mathematics shall not be delivered during those times. ▪ Districts with multitrack, year-round schools may submit a request for a one-year renewable waiver to the State Board of Education under Option One to have a 20-to-1 average whether or not each group of 20 is enrolled in a separate class, provided that there is not less than one full-time certificated teacher hired for each group of 20 for each grade level; the district must also submit a plan for fully meeting the Class Size Reduction program requirements within a reasonable time frame. <ul style="list-style-type: none"> • Option Two permits certificated teachers (including kindergarten teachers) who are assisting in classrooms where they are not the principal teachers to be counted for the Class Size Reduction program to the extent they provide direct instruction in reading and mathematics. 	<p>E.C. § 52122(b) 52126(a)(b)(c)(d)</p> <p>E.C. § 52122(b)(2)(A)</p> <p>E.C. § 52122.6 – 52122.8</p> <p>CCR Title 5 §15130</p>

Key Elements of <i>Education Code</i> sections 52120 - 52128.5 and Regulations: California Code of Regulations, Title 5	<i>Education Code</i> (E.C.) § 52120-52128.5 CCR Title 5 § 15130-15133
<p>5. A school district that chooses to reduce class size via an early-late instructional program may count either the “early” or “late” instructional minutes - but not BOTH - for purposes of the Incentive for Longer Instructional Day and Year computation.</p> <ul style="list-style-type: none"> • Early-late computation for Longer Day and Year may be used when also receiving Class Size Reduction program funding for Option One only for districts operating under E.C. 46205 prior to July 1, 1996. 	<p>E.C. § 46205 52122(g)</p>
<p>6. Combination classes maintaining 20 pupils per one certificated teacher are permitted, but only K-3 pupils, as determined by a school's grade level implementation priorities, will be included in the funding determination.</p>	<p>E.C. § 52124(c)</p>
<p>7. Special day classes and classes operated by a county office of education are not eligible for funding.</p> <ul style="list-style-type: none"> • Charter schools are eligible for the Class Size Reduction program and shall comply with all requirements [E.C. 47605 (b)(5)]. Any reference to school districts shall be deemed to include charter schools. • A charter school may participate in the Class Size Reduction program either via its own application or the application of the school district in which it is located. A charter school may not apply through both applications. • Independent study and charter school home-study pupils are not eligible for Class Size Reduction program funding. 	<p>E.C. § 52121 52123(b) 52121.5</p> <p>CCR Title 5 § 15132(a)(b)</p> <p>E.C. § 52123(b)</p>
<p>8. A staff development program is required for teachers who will provide direct instructional services for reduced-size classes. The training shall include, but not be limited to, methods for providing each of the following:</p> <p>(a) individualized instruction</p> <p>(b) effective teaching, including classroom management, in smaller classes</p> <p>(c) identifying and responding to pupil needs</p> <p>(d) opportunities to build on the individual strengths of pupils</p>	<p>E.C. § 52127</p>
<p>9. For 2002-03, the school district must:</p> <ul style="list-style-type: none"> ▪ Apply by December 5, 2002 (postmarked) 	<p>E.C. § 52122(d)</p>

Key Elements of <i>Education Code</i> sections 52120 - 52128.5 and Regulations: California Code of Regulations, Title 5	<i>Education Code</i> (E.C.) § 52120-52128.5 CCR Title 5 § 15130-15133
<p>10. The school district must certify certain specified requirements:</p> <p><u>Application</u></p> <ul style="list-style-type: none"> • Number of selected classes and pupils by grade level, participating in each option [E.C. § 52123(a)]. • The number of pupils must be based on prior year October enrollment [E.C. § 52123(b)]. • Cannot exceed an average of 20 pupils per class [E.C. § 52123(c)]. • Presence of a staff development program pursuant to Section 52127 [E.C. § 52123(d)]. • Collection and maintenance of evaluation data including test scores or other records of pupil achievement as required by the Superintendent of Public Instruction [E.C. § 52123(e)]. • Each Option One class is either housed in a separate, self-contained classroom OR the space for each class provides a square footage per pupil in the class not less than the average square footage per pupil in that grade level at that school site in 1995-96 [E.C. § 52123(f)]. <p><u>Report of Enrollment for Class Size Reduction Program (J-7CSR)</u></p> <ul style="list-style-type: none"> • Actual enrollment by grade level for Option One and Option Two classes. 	<p>E.C. § 52122(b) 52123 52128</p> <p>E.C. § 52126(g)</p>
<p>11. If a district fails to meet the requirement of an average of 20 pupils to one certificated teacher, the State Superintendent of Public Instruction shall deduct from the district's next principal apportionment the amount received for each class that fails to meet the 20-to-1 requirements.</p>	<p>E.C. § 52124(d)</p>
<p>12. The advance apportionment to each school district shall be based on 25% of the district's participation in the program in the prior fiscal year multiplied by \$906 per pupil for Option 1 classes and \$453 per pupil for Option 2 classes. The provisional apportionment will be based on the district's application, but funding shall be adjusted to correct for overpayment or underpayment after the J-7CSR [E.C. § 52124(d)] is received from the school district. The district may not retain funds for any class that did not meet all the requirements of the Class Size Reduction program.</p>	<p>E.C. § 52126(f)</p> <p>CCR Title 5 § 15133(a)(b)</p>
<p>13. The Controller shall include instructions in the audit guide required by subdivision (a) of Section 14502 appropriate to the enforcement of subdivision (d) of Section 52124. These instructions shall include procedures to determine if the annual (daily) average class enrollment exceeds 20.44 pupils for participating classes.</p>	<p>E.C. § 52124.5(a)</p>

III. Steps for School Districts and Charter Schools to Participate - Operations

This is a list of the steps school districts and charter schools should take to participate in the K-3 Class Size Reduction program:

- 1. Identify the actual classes** to be reduced.
- 2. Obtain approval from the district school board or charter school governing body, as appropriate,** to apply and participate in the program. (Note: charter schools that are direct-funded *must* apply independent of the sponsoring school district. Charter schools that are locally funded may apply independent of the sponsoring school district *or* may request that they be included in the school district's application. Locally funded charter schools should not assume that the sponsoring district has included the charter school in its CSR application.)
- 3. Complete and submit the enclosed Application for Class Size Reduction program funding** to the School Fiscal Services Division, CDE, so that it is postmarked by December 5, 2002 [E.C. Section 52122(d)].
- 4. Document your class sizes.** Begin keeping track of Option One and Option Two enrollment information. Software programs are available to track average daily enrollment. Districts must report, through the J-7CSR, enrollment averages to the CDE. The annual audit to ensure that each class averages no more than 20.44 is based on average daily enrollment.
- 5. Complete and submit a Report of Enrollment for Class Size Reduction (J-7CSR)** by May 2, 2003. Using a daily average, this form will certify class enrollments by grade level for Option One and Option Two from the first day of instruction through April 15, 2003. (Please note that the law requires the count to be conducted through April 15 itself, *not* through the "P-2" reporting period.)

Following receipt of J-7CSR information, the Department of Education will revise, if necessary, the 2002-03 entitlements based upon the actual, average enrollment for each class. In the event of an "over-payment," the State Controller will be asked to adjust the next monthly payment for the Principal or Special Purpose Apportionment in order to recover the funds. If the district is owed additional class size reduction funds, a separate apportionment will be processed in late June or early July.

- 6. Apply/Reapply for the following school year.** An application to participate in the K-3 Class Size Reduction program must be submitted each year. The statutory deadline for submission is 90 days after the annual Budget Act has been signed. (The 2002-03 applications must be postmarked by December 5, 2002. The due date for the 2003-2004 school year will depend on when the Budget Act of 2003 is signed.)

IV. Glossary

CBEDS: California Basic Educational Data System. This is an annual collection of county, district, school, and professional staff data. Data collected are primarily demographic and include enrollment at the school level.

Class: California Code of Regulations, Title 5, Section 15103: For the purposes of administering the provisions of this chapter and the provisions of *Education Code* sections 41376 and 41378, the following definitions apply:

- (a) “Class” means a group of pupils scheduled to report regularly at a particular time to a particular teacher as opposed to a grade which is a broader segment of the school organization.
 - (1) Where the type of teaching in kindergarten and grades 1, 2, and 3 is other than in self-contained classes, the “class” is the basic homeroom where all of the following applies for a child:
 - (A) Attendance is recorded and investigation of absences is instigated.
 - (B) The child has his/her desk, locker, or drawer.
 - (C) The teacher handles the administrative routines such as keeping cumulative records, collecting basic data about the child, distributing items to go home, collecting lunch money, and distributing and collecting report cards.
 - (D) The teacher is the usual contact with the child's parents.
 - (E) Some planned instruction is given.

Class Size: The size of each class participating in the CSR program cannot exceed an average of 20.44 pupils per certificated teacher. Class size is computed by summing the daily enrollment in an individual class (instructional days only) from the first day of instruction through April 15, then dividing the total by the number of days in the count. Enrollment in a class can exceed 20 on one or more days, as long as the average doesn't exceed 20.44.

Instructional Time: California’s compulsory attendance law requires that pupils “shall attend the public full-time day school or continuation school or classes and for the full time designated as the length of the schoolday by the governing board of the school district...” (*Education Code* Section 48200).

Education Code Section 46100 specifies, “The governing board of the school district shall, subject to the provisions of this chapter, fix the length of the school day for the several grades and classes of the schools maintained by the district.”

In establishing a day pursuant to Section 46100, school districts must observe several separate statutory requirements. The most basic of these are the minimum days for different grade levels:

Basic Minimum Day Length	
Grade Level	Minutes
Kindergarten	180
1 – 3	230
4 – 8	240
9 – 12	240

Small school districts may institute double-session kindergartens of shorter length, but will then accrue average daily attendance (a.d.a.) at only half the normal rate (*Education Code* Section 46119). For kindergarten, teachers may not otherwise be assigned to teach two sections of kindergarten in the same school day (*Education Code* Section 46118).

In addition, to qualify for basic revenue limit apportionments, a district must maintain its schools (other than those with year-round schedules) for at least 175 days each year (*Education Code* sections 41420, 37670).

The 1983 Educational Reform Act established 'Longer Day and Year' financial incentives for districts (*Education Code* sections 46200-46206). The *Education Code* sections relating to Longer Day and Year added incentives for extending the school day and year. Section 46205 allows for a specified early-late computation of instructional minutes per day for certain districts conducting an early-late instructional program.

Longer Day/Year and "Early-Late" Computation: When a district uses a so-called “early-late instruction program” or “split schedule,” in which half the pupils in particular grade levels come to school “early” for more individualized instruction and the other half stay “late” the district may be able to apply the total time in both sessions toward meeting the instructional time incentives, as long as other provisions are met. *Education Code* Section 46205 states:

“For purposes of this article, instructional time for school districts conducting early-late instructional programs in kindergarten and grades 1 to 8, inclusive, shall be computed by adding the total amount of instructional time provided in each portion of the early-late instructional programs to the amount of instructional time offered when all pupils in the class are scheduled to attend. It is not the intent of the Legislature to disrupt or restrict early-late instructional programs for pupils in kindergarten and grades 1 to 8, inclusive. This section shall be applicable only if the early-late instructional program was in operation during the 1983-84 fiscal year, except that the Superintendent of Public Instruction may approve, based on educational reasons, the application of this section to programs commencing operation after the 1983-84 fiscal year.”

Education Code Section 52122(g) specifies that “any school district that chooses to reduce class size through the use of an early-late instructional program is ineligible to also use Section 46205, relating to the computation of instructional time for purposes of the Incentive for Longer Instructional Day and Year, in any grade level for which class size reduction funding is received pursuant to this chapter; provided, however, that any school district that operated under Section 46205 prior to July 1, 1996, may receive class size reduction funding pursuant to Option One in any grade level for which class size reduction funding would otherwise be received pursuant to Option One.”

Option One/Option Two: E.C. Section 52122(b)(2) refers to two alternatives for implementing the Class Size Reduction program:

“(A)(i) Option One: A school district shall provide a reduced class size for all pupils in each classroom for the full regular school day in each grade level for which funding is claimed. For the purposes of this chapter, “full regular school day” means a substantial majority of the instructional minutes per day, but shall permit limited periods of time during which pupils are brought together for a particular phase of education in groups that are larger than 20 pupils per certificated teacher. It is the intent of the Legislature that those limited periods of time be kept to a minimum and that instruction in reading and mathematics not be delivered during those periods of time. For the purposes of this subparagraph, “class” shall be defined in the same manner as provided in the regulations adopted by the Superintendent of Public Instruction prior to July 1, 1996, pursuant to Sections 41376 and 41378 (subdivision (a) of Section 15103 of Title 5 of the California Code of Regulations).

“(B)(i) Option Two: A school district shall provide a reduced class size for all pupils in each classroom for at least one-half of the instructional minutes offered per day in each grade level for which funding is claimed. School districts selecting this option shall primarily devote those instructional minutes to the subject areas of reading and mathematics. For the purposes of this subparagraph, “class” shall be defined in the same manner as provided in the regulations adopted by the Superintendent of Public Instruction prior to July 1, 1996, pursuant to sections 41376 and 41378 (subdivision (a) of Section 15103 of Title 5 of the California Code of Regulations).”

Priority Grade Level(s): E.C. Section 52124(b) specifies grade level prioritization under the Class Size Reduction program:

“A school district may establish a program to reduce class size in kindergarten and grades 1 to 3, inclusive, and that program shall be implemented at each school site according to the following priorities:

- (1) If only one grade level is reduced at a school site, the grade level shall be grade 1.
- (2) If only two grade levels are reduced at a school site, the grade levels shall be grades 1 and 2.
- (3) If three grade levels are reduced at a school site, then those grade levels shall be kindergarten and grades 1 and 2 or grades 1 to 3, inclusive. Priority shall be given to the reduction of class sizes in grades 1 and 2 before the class sizes of kindergarten or grade 3 are reduced.
- (4) If four grade levels are reduced at a school site, then those grade levels shall be kindergarten and grades 1 to 3 inclusive. First priority shall be given to the reduction of class sizes in grades 1 and 2, second priority shall be given to the reduction of class size in kindergarten and grade 3.”